25 MAY 1949

C. H. Ravndal, Esquire Director General of the Foreign Service Department of State Washington 25, D. C.

Dear Mr. Ravndal;

Reference is made to Mr. Martin's letter FR of May 6, 1949, about comments and appraisals on the reporting documents received by this Agency from the Foreign Service.

CIA finds the Foreign Service reports very useful and will be glad to cooperate with your office by submitting constructive criticism and suggestions for improvement, so that these reports may more satisfactorily meet the requirements of this Agency.

In view of the large number of documents furnished to CIA by the Foreign Service, comments cannot be submitted on all of them even though this does afford CIA a welcome opportunity to contribute to the guidance of the reporting officers. In effect, CIA will be able to render appraisals of only those documents which are exceptionally good or noticeably deficient. However, this does not preclude the avaluation also of items which your Division of Foreign Reporting Services feels should be commented upon for its own reasons. Just the other day one of my Officers called my attention to a Foreign Service Report from ______ which it found most helpful. Lacking your Forms DS-509 and DS-767, I am enclosing a memorandum thereon for your appropriate use.

I assume that most of the reports used by this Agency are in your "political" classification, so suggest that if it is feasible you forward to 2030 E Street, N. W., a dosen of the mimeographed instruction sheets "Reporting Appraisal System" Departmental Announcement 11, about 100 Forms DS-767, and a few dosen Forms DS-509. We shall be glad to submit them from time to time to the designated office and are sure that this system will be of mutual benefit.

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State Dept. review completed

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signed , desp 725/49.

R. H. HILLENKOETTER
REAR ADMIRAL, USA
OFFICENTIAL INTELLIGENCE

Enclosure

PC/mhb ICAPS

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ORE ORE Signer's Copy
Central Records
Return to ICAPS

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MEMORANDUM FOR: DIVISION OF FOREION REPORTING SERVICES DEPARTMENT OF STATE

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By Despatch !	10. 31,	dated l	15	February	1919,	the	U.S.
Legation at	Sal	bedtted	8	detailed	review	of	the
CIA Situation Repo	ort on			E.			

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CIA expresses its appreciation for this excellent and helpful review of its report by legation

The constructive criticism and additional information contained in the Legation's despatch were of considerable assistance to CIA. The despatch brought up to date some data in the Report and supplied several gaps in information available to CIA.

THE SECRETAR PARCHASE TO THE SECRETAR PARCHASE

WASHINGTON



In reply refer to FR

May 6, 1949

My dear Admiral Hillenkoetter:

Reference is made to various recent conversations between officers of the Division of Foreign Reporting Services of the Office of the Foreign Service, and officials of the Central Intelligence Agency relative to appraising and commenting upon reporting documents received from the Foreign Service of the United States.

The system for providing ratings and comments affords a rather direct and easy way for the users to make known to the writers those qualities of their reports which are most desirable for the uses to which they are put, as well as the shortcomings which detract from their usefulness. The appraisals are considered invaluable by the members of the Foreign Service as a means of knowing how well and effectively foreign reporting services are being performed. The resulting stimulation of effort and improved morale have raised the level of performance and produced better reports in many instances. In addition, the system has provided performance evaluation data for the efficiency records of individual reporting officers.

The importance attached to this program for obtaining appraisals and comments on reporting services performed by the Foreign Service and transmitting them to the participating personnel abroad is exemplified by an Announcement (No. 11 of January 25, 1949) circulated in the Department of State. A copy of this Departmental Announcement is enclosed, together with specimen copies of the appraisal forms mentioned in its second paragraph.

Upon request

Rear Admiral R. H. Hillenkoetter, U.S.N., Director, Central Intelligence Agency.

Approved For Release 2003/06/04: CPA-RDP80R01731R002600160003-8

Upon request, a representative of the Division of Foreign Reporting Services will be glad to explain the purposes and operation of the appraisal system to members of your organization with a view of enlisting their cooperation and participation.

Sincerely yours,

For the Secretary of State:

H. P. Martin Director

Office of the Foreign Service

Enclosures:

- Copy of Departmental Announcement No. 11
 Form DS-509
- 3. Form DS-767

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Department of State

Departmental Announcement 11

PEPORTING APPRAISAL SYSTEM

- 1. The Director General of the Foreign Service and the Office of the Foreign Service are very much interested in learning whether the reporting services provided by the Foreign Service of the United States are satisfactorily meeting the actual requirements of the numerous users and in having such services appraised on a regular and continuing basis. The need for adequate data on the value and deficiencies of individual reporting efforts has been repeatedly stressed by Selection Boards, the Office of the Foreign Service, the Bureau of the Budget, and the Congress. The program now administered by the Office of the Foreign Service, Division of Foreign Reporting Services, was designed to provide such data as well as to supply Chiefs of Missions and reporting personnel in the field with the constructive reaction of users, both public and private, to the
- 2. Appraisal forms (DS-509 for economic, cultural, administrative, consular, etc.; and DS-767 for political reporting) provide for the grading of individual submissions from the field and for appropriate comment, not only on individual reports, despatches, telegrams, and airgrams but also on reporting coverage, programs as a whole, by post, country, or area. Such comments, to be of maximum value, should indicate the strong and weak points of a report or series of reports, offer constructive criticism and suggestions for improvement, and indicate when a particular type of report is no longer necessary for actual operations or as a basis for policy formulation.
- 3. All users of Foreign Service reporting are requested to cooperate in the program to the fullest extent possible. Field communications reaching the desks of efficers without an appraisal form attached should be appraised on forms voluntarily submitted by the reviewing officers or by memoranda addressed to the Division of Foreign Reporting Services, Office of the Foreign Service. Appraisal forms may be secured upon request from that Division (Republic 5600, extension 4448).
- 4. The Division of Foreign Reporting Services is prepared to discuss the operation of the appraisal program and would welcome invitations from users of foreign reporting services.

DS-509 (8-11-47) Approved	For Rele as e 2003/0	6/04 : CIA-RDP8			
FOREIGN SERVICE DE DIVISION OF FOREIGN DEPARTMENT OF STATE			(When comp	leted, detach and retur	n to FR)
No Dat	е	Despatch	Report 🗆	Airgram 🗌	Telegram [
Post		Prepared by			
Subject					
Your cooperation in coof the information suppost and the reporting Does the information analytical and interpactual use made of the tailed or eliminated in	(s): Reporting upon and oplied or service performance of the effects ation provided meet pretative comment as material, and degree	ing Clerk(s): grading the atta formed by the repriveness and value your needs in reprint timeliness? e of usefulness. it is concerned?	sched document corting officer e of the communication espect to thore Can you sug Could this rep	is essential for and will be used ication. bughness, factuation gest improvement or type of reserved.	a fair appraisand to inform the al presentation, ents? Mention eporting be cur-
Rating recommended:	Outstanding \square Very good \square				

Telephone No.

COMMENT:

Name of reviewing officer ...

153 2 FORM DS-767 12-29-48, Approved For Release 2003/06/04/1/6/A-RDR80R01731R092600160003-8 POLITICAL REPORT APPRAISAL OFFICE OF FOREIGN SERVICE DIVISION OF FOREIGN REPORTING SERVICES (When completed send to OFS/FR) DATE NO. DESPATCH REPORT TELEGRAM A I RGRAM PREPARED BY POST SUBJECT RATING RECOMMENDED (check one): □ Unsatisfactory Good Good □ Excellent □ No Rating Fair ☐ Very Good COMMENT: Comments are of particular assistance to reporting officers in understanding and meeting the needs of this government for information and necessary interpretation. Please comment as fully as possible below. Four comments will be processed and forwarded to the reporting officer. (The reverse of this form provides a work sheet which may be useful in determining a rating and formulating a comment.) NAME OF APPRAISING OFFICER SECURITY CLASSIFICATION:

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POLITICAL APPRAISAL WORK SHEET

The use of the following check list is optional. It is provided here only to guide or assist appraising officers in determining a rating and formulating a comment on a political reporting document.

	•	CHECK OR INDICATE QUALITY OR EFFECTIVENESS AS GUIDE FOR FORMULATING COMMENT:
TIMELINESS		
JUDGMENT AND OBJECTIV	ITY IN	•
INTERPRETATION, ANA	LYSIS	:
JUDGMENT SHOWN IN DEVI	OTING	
TIME TO SUBJECT IN	VIEW OF	
RELATIVE IMPORTANCE		
COMPLETENESS		
COMPLIANCE WITH INST	TRUCTIONS	
CAREFUL CHECKING ON	IMPORTANT	
POINTS		
ORDERLY AND COHERENT	T PRESEN+	
TATION		
CHOICE OF MATERIAL		
APPARENT AUTHENTICET	TY OF	
INFORMATION	• • • • • • • • • • • • • • •	
ILLUSTRATIVE MATERIA	AL OR EN-	•
CLOSURES SUMMARIZE	ED IN KEY	
PHRASES IN BODY OF	F DOCUMENT	
CONCISENESS		
EXPRESSION AND CLARI	ITY	
CONSISTENCY OF CONCL		
RECOMMENDATIONS WI	TH FACTUAL	
MATERIAL		
CONTACT WORK		18
FORESIGHT AND INITIATI	IVE	
SEFULNESS		
CURRENT WORK		
POTENTIAL DESCRIPTION		